# Office of Professional Development: February

The Office of Professional Development positions graduate students and postdocs for success in their careers at UMass and beyond. Sorted by month and competency area, upcoming programs by OPD and our campus partners are listed below – check back for updates!

## Career Preparation

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/18</td>
<td>2-3pm</td>
<td>Post Academic Career Experiences: A Discussion with GE Healthcare Employees</td>
<td>S330 Life Science Laboratories (LSL) South</td>
</tr>
<tr>
<td>2/8/18</td>
<td>5:30-6:30pm</td>
<td>Working in the US: OPT/CPT</td>
<td>ELab II Auditorium</td>
</tr>
<tr>
<td>2/14/18</td>
<td>10-11:30am</td>
<td>Resume Basics for the Non-Academic Job</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/28/18</td>
<td>11:30am-1pm</td>
<td>Intro to the Individual Development Plan (IDP) for Grad Students</td>
<td>538 Goodell</td>
</tr>
</tbody>
</table>

## Communication

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/5/18</td>
<td>10-11:30am</td>
<td>Telling Your Story in 3 Minutes or Less</td>
<td>162-75 Campus Center</td>
</tr>
<tr>
<td>2/5/18</td>
<td>1:25-2:25pm</td>
<td>Telling the Story Behind Your Research</td>
<td>162-75 Campus Center</td>
</tr>
<tr>
<td>2/7/18</td>
<td>10-11:15am</td>
<td>Getting the Most Out of Your Reading: Effectively Summarizing</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>2/13/18</td>
<td>3-4:15pm</td>
<td>Working with Co-Authors: The Ins and Outs of a Successful Writing Relationship</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/20/18</td>
<td>2:30-3:45pm</td>
<td>Understanding Your Field’s Expectations (Through the Reading Process)</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>2/23/18</td>
<td>2-4pm</td>
<td>Pomodoro Writing Clinic</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/26/18</td>
<td>9-10:30am</td>
<td>Turning Your Work into a Conference Presentation</td>
<td>528 Goodell</td>
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## Grants & Fellowships

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>2/1/18</td>
<td>2-3pm</td>
<td>Securing Dissertation Research Funding</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/6/18</td>
<td>12-1:30pm</td>
<td>Pizza &amp; Proposals</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/7/18</td>
<td>2-3pm</td>
<td>Small Grants: How to Find Them and Why to Apply</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/9/18</td>
<td>12-1pm</td>
<td>Grant Series Part I: Searching for Funding</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/12/18</td>
<td>2-3pm</td>
<td>Securing Predissertation Funding</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/23/18</td>
<td>12-1pm</td>
<td>Grant Series Part II: Framing &amp; Writing the Proposal</td>
<td>538 Goodell</td>
</tr>
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## Personal Development

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>2/8/18</td>
<td>10-11:30am</td>
<td>Finding and Engaging with Mentors, Sponsors and Advisors</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>2/22/18</td>
<td>10-11:00am</td>
<td>Get Organized with Bullet Journaling</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
<td>Location</td>
</tr>
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</tr>
<tr>
<td>2/1/18</td>
<td>11:20am-12:45pm</td>
<td>She does have an accent, but…”: Combatting Linguistic Bias (International Scholars Forum)</td>
<td>301 Goodell</td>
</tr>
<tr>
<td>2/7/18</td>
<td>11:30am-1pm</td>
<td>Creating Inclusive Assignments &amp; Assessments for Diverse Students (TEFD Diversity Lunch Talk)</td>
<td>168C Campus Center</td>
</tr>
</tbody>
</table>
# Office of Professional Development: March

The Office of Professional Development positions graduate students and postdocs for success in their careers at UMass and beyond. Sorted by month and competency area, upcoming programs by OPD and our campus partners are listed below – check back for updates!

## Career Preparation

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3/5/18</td>
<td>TBA</td>
<td>Career Conversations: Mark Yunker, Principal Engineer at ConAgra Foods</td>
<td>TBA</td>
</tr>
</tbody>
</table>

## Communication

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</tr>
</thead>
<tbody>
<tr>
<td>3/2/18</td>
<td>TBA</td>
<td>3 Minute Thesis (3MT®) Finals!</td>
<td>TBA</td>
</tr>
<tr>
<td>3/7/18</td>
<td>11am-12:15pm</td>
<td>Breaking Down Your Reading to Make Your Writing Project Less Intimidating (Project Management Part I)</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>3/12/18</td>
<td>10-11:30am</td>
<td>Public Speaking: Preparing for the Unexpected</td>
<td>S240 ILC</td>
</tr>
<tr>
<td>3/22/18</td>
<td>3-4:15pm</td>
<td>Think Tank: Survive Your Dissertation/Thesis (Project Management Part II)</td>
<td>528 Goodell</td>
</tr>
</tbody>
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## Grants & Fellowships

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>3/23/18</td>
<td>12-1pm</td>
<td>Grant Series Part III: Soliciting Feedback &amp; Revising</td>
<td>538 Goodell</td>
</tr>
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## Personal Development

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<tbody>
<tr>
<td>3/5/18</td>
<td>TBA</td>
<td>Engineers on Teams</td>
<td>TBA</td>
</tr>
</tbody>
</table>

## Teaching

<table>
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<tbody>
<tr>
<td>3/1/18</td>
<td>12-1:30pm</td>
<td>Grading Writing (Or, How I Learned to Stop Copyediting My Students’ Papers)</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>3/5/18</td>
<td>12:30-2pm</td>
<td>Teaching from the Margins: Instructors’ Positionality and Classroom Dynamics (TEFD Diversity Lunch Talk)</td>
<td>168C Campus Center</td>
</tr>
<tr>
<td>3/20/18</td>
<td>2:20-3:45pm</td>
<td>Putting Your Teaching Philosophy into Practice (International Scholars Forum)</td>
<td>301 Goodell</td>
</tr>
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</table>

Schedule subject to change and frequent updating. (Last update: 2/6/18)
For registration and event descriptions, please see: [www.umass.edu/gradschool/opd](http://www.umass.edu/gradschool/opd)
### Office of Professional Development: April + May

The Office of Professional Development positions graduate students and postdocs for success in their careers at UMass and beyond. Sorted by month and competency area, upcoming programs by OPD and our campus partners are listed below – check back for updates!

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<tbody>
<tr>
<td>5/4/18</td>
<td>12-1:30pm</td>
<td>5 Things You Must Do Before Going on the Academic Job Market in Fall 2018</td>
<td>538 Goodell</td>
</tr>
</tbody>
</table>

#### Communication

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<tr>
<th>Date</th>
<th>Time</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/18</td>
<td>12-1:15pm</td>
<td>Setting Writing Goals By the Numbers</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>4/26/18</td>
<td>3-4:30pm</td>
<td>Making the Most Out of Your Reading (or How to Not Read Forever)</td>
<td>538 Goodell</td>
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#### Grants & Fellowships

*Check back often, as events are continually added and updated.*

#### Personal Development

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<tbody>
<tr>
<td>5/17/18</td>
<td>12-1:30pm</td>
<td>Planning for Summer Productivity</td>
<td>538 Goodell</td>
</tr>
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#### Teaching

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<tbody>
<tr>
<td>4/4/18</td>
<td>11:30am-1pm</td>
<td>The Autism Spectrum and Neurodiversity in Higher Education: Enabling Connective Teaching and Learning (TEFD Diversity Lunch Talk)</td>
<td>917 Campus Center</td>
</tr>
<tr>
<td>4/9/18</td>
<td>10:15-11:45am</td>
<td>Dis/Comfort in the Classroom (International Scholars Forum)</td>
<td>301 Goodell</td>
</tr>
<tr>
<td>4/18/18</td>
<td>1:30-2:45pm</td>
<td>5 Things to Do on the Last Day of Class</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>4/20/18</td>
<td>1:30-2:45pm</td>
<td>Teaching Portfolios and Statements: An Overview</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>4/27/18</td>
<td>1:30-3:15pm</td>
<td>Teaching Statements: An Interactive Workshop</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>5/9/18</td>
<td>12-2:30pm</td>
<td>Crafting a Syllabus for Fall 2018</td>
<td>528 Goodell</td>
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<tr>
<td>1/19/18</td>
<td>10:30am-12pm</td>
<td>Imagine What You Can Do with a PhD: Part I, Self-Assessment</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>1/19/18</td>
<td>12:30-2:30pm</td>
<td>Imagine What You Can Do with a PhD: Part II, Exploring New Careers</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>1/23/18</td>
<td>11:30-12:30pm</td>
<td>Academic Job Market Check-in (Brown bag discussion)</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>1/25/18</td>
<td>2:30-4pm</td>
<td>CV Building Blocks</td>
<td>538 Goodell</td>
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<tbody>
<tr>
<td>1/10/18</td>
<td>12-1pm</td>
<td>3MT Informational Session</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/12/18</td>
<td>10-11am</td>
<td>3MT Informational Session</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/16/18</td>
<td>2-3pm</td>
<td>3MT Informational Session</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/24/18</td>
<td>11am-12pm</td>
<td>3MT Informational Session</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/26/18</td>
<td>1-2pm</td>
<td>3MT Informational Session</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/17/18</td>
<td>10-11:30am</td>
<td>Public Speaking: Preparing for the Unexpected</td>
<td>S240 ILC</td>
</tr>
<tr>
<td>1/17/18</td>
<td>1-2pm OR 3-4pm</td>
<td>Interactive Workshop: Improving your Communication Skills</td>
<td>N101 ILC</td>
</tr>
<tr>
<td>1/29/18</td>
<td>1-2:30pm</td>
<td>Setting Up a Writing Plan for the Semester</td>
<td>538 Goodell</td>
</tr>
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<tr>
<td>1/11/18</td>
<td>12-1pm</td>
<td>Grant Series Part I: Searching for Funding</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/11/18</td>
<td>1:15-2:15pm</td>
<td>Grant Series Part II: Framing &amp; Writing the Proposal</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/11/18</td>
<td>2:30-3:30pm</td>
<td>Grant Series Part III: Soliciting Feedback &amp; Revising</td>
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<tr>
<td>1/25/18</td>
<td>12-1pm</td>
<td>Getting Back on Track</td>
<td>528 Goodell</td>
</tr>
<tr>
<td>1/31/18</td>
<td>12:30-1:45pm</td>
<td>Giving a Presentation: What Do I Do with My Hands?</td>
<td>538 Goodell</td>
</tr>
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### Teaching

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<tbody>
<tr>
<td>1/18/18</td>
<td>10:30am-12pm</td>
<td>STAR Teaching: Syllabus Design for Inclusion</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/18/18</td>
<td>12:30-1:30pm</td>
<td>STAR Teaching: High Expectations and Helicopter Instructors</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/18/18</td>
<td>1:45-2:45pm</td>
<td>STAR Teaching: Ten Time Management Tips for Teachers</td>
<td>538 Goodell</td>
</tr>
<tr>
<td>1/23/18</td>
<td>2:30-4pm</td>
<td>Leading Effective Discussions</td>
<td>528 Goodell</td>
</tr>
</tbody>
</table>